

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Paula Clark, Director
Clinton County FIA

Date: January 13, 1998

From: Rita Barker, Director
Office of Internal Audit

Subject: Computer Inventories
Assignment # 98-021

On October 30, 1997, the Office of Internal Audit performed a physical inventory of computer equipment located in your office and compared the physical count to your equipment inventory listing, which is on file in the Central Office Inventory Control Unit. Attached is a list of the differences we noted, which will be included in our statewide report.

In addition, we noted the following control weakness at your office:

Your office did not have procedures in place to verify that all equipment additions, disposals, and transfers were reported to the Inventory Control Unit, as required by Administrative Handbook Item 440.

WE RECOMMEND that Clinton County FIA comply with Administrative Handbook Item 440 and ensure that all additions, disposals, and transfers are reported to the Inventory Control Unit.

This recommendation is for your information only. It may be included in summary form in our statewide report, but will not be referenced specifically to your office.

If you believe any of our figures on the attached are incorrect, please contact me at (517) 373-8770 as soon as possible.

We thank your staff for their cooperation and assistance during this review.

Attachment

Equipment on List, but not Found		
Description	Serial Number	Tag Number
B28LCW Wkstrn.(requested to be removed 5/21/97)	3826532280	21996
AP1351 Printer (requested to be removed 5/21/97)	3212134150	8141
Equipment Found on-Site, but not on List		
Description	Serial Number	Tag Number
LCD Display Mod. 3600V2	9AV008344	40844
B25M3 Disk Dr.	323848028	11076
AWS P100E Type A Wkstrn.	467794087	66190
AWS P100E Type A Wkstrn.	467794129	66189
Equipment Without Tags		
Description	Serial Number	Tag Number
Acer P75 Computer	MCS759508	
B25TS T. Streamer	379121049	
Cisco 2500 Router	25376280	
Equipment Found on-List, but Wrong Serial Number Recorded on List		
Description	Serial Number	Tag Number
USP9300 Unint Power (SN# S. be P95127837740)	5127837740	51730
USP9300 Unter Power (SN# S. be P96068827471)	6068827471	66562
AWS P100E Type A Wkstrn.(SN# S. be 467794046)	466794046	66193
Paper Shredder (SN# S. be 1174923)	1174923013	43442
Murata F73 Fax (SN# S.be D3830060050143)	60050143	38726
Murata F60 Fax (SN# S.be D4930210021280)	2100212800	38628
Dell 575GL Computer (SN# S.be 5DNJ2)	5DNU2	37681
Paradyne Modem (SN# S.be 25697)	25388	2880
Equipment Found on-List, but Wrong Description Recorded on List		
Description	Serial Number	Tag Number
NMS2400 Modem (S.be NMS2418)(SN# S.be 8000090942)	8001090942	21251
NMS2400 Modem (S.be NMS2418)	8001079953	21252
DSU SA G.D.C.M.(S.be NMS520)(Sn# S.be GLDC00732303)	GLDC732303	62584
DSU SA G.D.C.M.(S.be NMS520)(Sn# S.be GLDC00732301)	GLDC732301	62585
Equipment Found on site, on-List, no Tag		
Description	Serial Number	Tag Number
Phone System (Tag # S. be 23370)		